As part of our commitment to you, we offer a Business Value Review service which helps you define the value you could expect to realise from our proposed solution. All we ask is that you engage in a face-to-face meeting with our Solution Sales Experts who will work with you to build an ROI based business case which is fully customised to your circumstances.

**Process**
The team will discuss the merits of the solution under consideration and the benefits that could arise from its implementation. Each of these will be valued using an ROI software “live” during the meeting and all the benefits and costs will be assessed and converted into a Return On Investment (ROI) based business case.

**Timing**
The whole process can take 1 to 2 hours, depending on the scope of the business case.

**Preparation**
Prior to the meeting we will set up a web-based meeting to think about the current areas of potential business improvement to be discussed during the review. The process can be conducted even if some of the key data is not known at this stage. Assumptions can be checked later.
Types of Information to Consider
(this is not an exhaustive list and remember some data may need to be estimated and can be corrected later)

1. Annual size (i.e. turnover) of the overall business or part of the business affected by the solution
2. Minimum return rate (Discount Rate) used when evaluating capital expenditure plus period of review for the analysis (typically this might be 3 or 5 years)
3. Running costs of current systems that could be replaced
4. Information on current business problems or issues
5. Average annual cost and number of technical staff involved in the project
6. Average annual cost and number of office staff who would be using the system or would be impacted by the solution
7. Would other areas outside normal operations be impacted?

Participants
Ideally you would need representatives from across your organisation who will be directly impacted by the implementation of our proposed solution. However, you may be able to gather information from these individuals prior to the workshop. Each of these key people will have their own views on how the new solution will benefit their department or processes; and these views and opinions must be captured during the session and noted where applicable against the benefits agreed to support the overall business case.

Deliverable
You will receive a full ROI business case based on your input which includes the following:

- The benefits - scaled and phased as agreed during the meeting
- Comparison against the possible solution costs
- 3 key ROI measures - Payback, Net Present Value, and Internal Rate Of Return
- Discounted cash flow

Producing business cases normally can be an onerous and error-prone task. We can simplify the whole process giving you peace of mind that your business decisions are based on achievable objectives.

Investment Appraisal Summary

<table>
<thead>
<tr>
<th></th>
<th>$18,035</th>
<th>36 months</th>
<th>$55,675</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average monthly costs</td>
<td></td>
<td>Review period</td>
<td></td>
</tr>
<tr>
<td>$897.333</td>
<td></td>
<td>262.8%</td>
<td>13,75 months</td>
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<tr>
<td>Net Present Value</td>
<td></td>
<td>Internal Rate of Return</td>
<td></td>
</tr>
<tr>
<td>Based upon an assumed cost of capital of</td>
<td></td>
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<td>12% per year</td>
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